



Bemidji State University  
invites applications for the position of:

## Administrative Assistant to the Dean

---

### AFSCME JOB POSTING

<b>CLASSIFICATION:</b>	Office and Administrative Specialist - Senior (PCN 00138760)
<b>OPENING DATE:</b>	February 12, 2024
<b>INTERNAL BID DEADLINE:</b>	Tuesday, February 20, 2024, at 4:30 p.m.
<b>CLOSING DATE:</b>	Tuesday, March 5, 2024, at 11:59 p.m.
<b>POSITION LOCATION:</b>	Bemidji State University Campus
<b>JOB TYPE / SCHEDULE:</b>	Unlimited Full-time; Monday – Friday 8:00 a.m. – 4:30 p.m.
<b>PAY / SALARY RANGE:</b>	Depends on Qualifications; current pay range is \$20.96 - \$28.37 per hour

**BEMIDJI STATE UNIVERSITY (BSU)** invites qualified applicants to join our team as an **Administrative Assistant to the Dean**. BSU's vision is to educate people to lead inspired lives. To accomplish BSU's vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. Centered between the three largest Tribal nations in Minnesota – Leech Lake, Red Lake and White Earth – BSU also prioritizes increasing engagement with American Indian communities to become a destination university.

Enrolling more than 5,000 students, BSU offers more than 70 undergraduate majors and nine graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. BSU's [Shared Fundamental Values](#) include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship. BSU is located amid the lakes and forests of northern Minnesota and occupies a wooded campus along the shore of Lake Bemidji. BSU balances rigorous academia with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation.

The **Administrative Assistant** provides clerical, administrative, and planning assistance to the dean; and manages office operations of the Deans' Suite in partnership with other College support personnel and in liaison with Academic Affairs. The person in this position manages office operations following appropriate policies and procedures to support the chairs, directors, faculty, staff, students, and visitors of BSU and assists in the coordination of school programs to reach strategic goals.

#### **Responsibilities of the Administrative Assistant to the Dean include:**

- Providing administrative support for all Schools within the College. Assisting the Dean in keeping faculty and staff informed and involving them in the governance process so that the mission and

strategic direction of the university is understood and met. Preparing, entering, and monitoring faculty workload assignments in Faculty Workload Management, consulting closely with school chairs and Dean. Providing lead direction to other administrative assistants within the School and associated divisions. Maintaining the Dean's calendar. Working closely and as a team with other Deans' Administrative Assistants to provide consistent workflows and processes with all Schools and Deans to support collaboration throughout the Academic departments/Affairs.

**Percentage of time: 40%**

- Assisting in the retention, evaluation, and promotion of University faculty to enable Deans to meet all collective bargaining deadlines. This would include initiating and monitoring the timely collection of professional development and evaluation plans, faculty progress reports, promotion and tenure documents, sabbatical applications and all other personnel documents. Upkeeping of faculty rosters on rotation and rank. Proofreading all documents and submissions and routing them to the appropriate offices.

**Percentage of time: 20%**

- Assisting the Deans in responding to special interests and concerns of students so that their academic and personal development needs are met; administering college office so that Deans are accessible, and that students, faculty, staff, and off-campus visitors and callers are well served, and a high-quality university is maintained.

**Percentage of time: 10%**

- Hiring, training and providing work direction to office student employees to assist faculty and office operations. Cautioning them on and monitoring confidentiality of materials and work assignments, maintaining College office student employees' timesheets and signing and submitting them by the due date.

**Percentage of time: 10%**

- Assisting in the recruitment and selection of college faculty so that vacancies are filled with deliberate speed and high-quality faculty membership is maintained. Supporting and coordinating the interview process with search advisory committees and human resources; providing search advisory committees with appropriate forms and paperwork for candidates; and assisting in organizing itineraries for finalists. Setting up PO in Marketplace to assist with reimbursements if needed, collecting forms for Dean, CV/Resumes, Transcripts and initiates previous employment form if needed.

**Percentage of time: 10%**

- Assisting the Dean to assign use of college facilities by the university and community. Performing other duties as assigned.

**Percent of Time: 10%**

**Minimum qualifications for this position include:**

- Three (3) years of related experience in a professional office setting.
- Customer service skills sufficient to provide prompt and accurate information to customers on the phone, in person, in writing, and online and to provide general and specialized office support (this requires common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically).
- Experience maintaining calendars and utilizing video conferencing platforms (Zoom, Skype, Teams, etc.)
- Knowledge and experience with database management and standard computer software programs for word processing, spreadsheets, and databases sufficient to create, modify, protect, and manage them (e.g. Microsoft Word, Excel, PowerPoint and Access).
- Communication skills sufficient to write, prepare and edit reports, correspondence, procedures,

presentations and other documents using proper business grammar, spelling and punctuation with excellent attention to detail and accuracy.

- Bookkeeping and math skills sufficient to maintain and monitor multiple budgets and grants, analyze various line items, and notify the dean of any discrepancies.
- Leadwork experience and ability sufficient to manage an office, and plan, organize, administer, and direct the work of other employees.

**Preferred qualifications include:**

- Knowledge and experience working with collective bargaining agreements.
- A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

**To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred qualifications.**

**Other considerations:**

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Employment for this position is covered by the collective bargaining agreement for the **American Federation of State, County & Municipal Employees (AFSCME)** bargaining unit, which can be found at: <https://mn.gov/mmb/employee-relations/labor-relations/labor/afscme.jsp>.
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to motor vehicle records check annually.
- BSU and NTC are tobacco free workplaces ([see policy](#)).

---

**TO APPLY:**

Apply for **Vacancy Posting 73845**, on the Minnesota Management and Budget (MMB) website: <http://mn.gov/mmb/careers/>.

If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

**Internal Bid Process** – Open for Bids from eligible AFSCME members from 2/12 – 2/20/2024. Any current employee interested in this position and eligible to bid should submit a [Bid Application](#) by 4:30 p.m. on Tuesday, February 20, 2024, to Mary Miller in the HR office at [mary.miller@bemidjistate.edu](mailto:mary.miller@bemidjistate.edu). The bid form may also be found on the [Human Resources website](#).

**Inquiries about the position:**

Dr. MaryTheresa Seig, Dean of the College of Arts, Education and Humanities • Academic Affairs

Email: [MaryTheresa.Seig@bemidjistate.edu](mailto:MaryTheresa.Seig@bemidjistate.edu)

If you have general questions about this posting or submitting an application or bid, contact Mary Miller at [mary.miller@bemidjistate.edu](mailto:mary.miller@bemidjistate.edu).

---

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state, and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

---

## **UNIVERSITY / COMMUNITY**

### **WHY BEMIDJI:**

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants. Students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

**For further information [About BSU](#) visit our website at: <http://www.bemidjistate.edu>**

**Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)**

### **Other Resources:**

- Visit Bemidji – <https://www.visitbemidji.com/>
- 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
- Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>

- Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>
- 

### **Statement of Notice**

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Title IX Coordinator if you have concerns regarding discrimination and/or sexual violence. Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator

Email: [TitleIX@bemidjistate.edu](mailto:TitleIX@bemidjistate.edu) or [Megan.Zothman@BemidjiState.edu](mailto:Megan.Zothman@BemidjiState.edu)

Phone: (218) 755-2502

1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

---

*Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.*

---